

**NAVY CHILD DEVELOPMENT SERVICE  
INDIVIDUAL DEVELOPMENT PLAN  
CHILD DEVELOPMENT CENTER (CDC)  
TRAINING RECORD**

EMPLOYEE NAME:	ADDRESS:	TELEPHONE NUMBER:
DATE OF HIRE	ORIENTATION COMPLETED DATE:	CLASSROOM ASSIGNMENT:

INITIAL ORIENTATION (Prior to working with children)	DATE:
---	-------

**NOTE: ACTUAL CLOCK HOURS MAY EXCEED TRAINING UNITS**

CDC ORIENTATION TRAINING	DATE	TRAINING UNITS	TRAINER'S INITIALS:	EMPLOYEE INITIALS:
Position responsibilities/performance standards				
Applicable Navy regulations, local inst., and SOP's				
Child health and safety				
Child abuse/neglect, identification, reporting, prevention, appropriate touch				
Age appropriate positive guidance/discipline policies/techniques				
Communicable Disease, Medications, Hygiene, Handwashing, Diapering, Sanitation, and Food Service "Healthy Kid Keep Everybody Healthy"				
Fire prevention, protection, emergency evacuation and safety procedures				
Parent and family relations/customer services				
Developmentally appropriate practices				

CAREGIVER'S NAME:

[illegible]

CAREGIVER'S NAME:

TRAINING CONTINUED:	DATE	TRAINING UNITS	TRAINER'S INITIALS	EMPLOYEE INITIALS
OTHER:				

NOTE: K.A. = KNOWLEDGE ASSESSMENT

C.A. = COMPETENCY ASSESSMENT

CAREGIVER'S NAME:

ANNUAL UPDATE	DATE	TRAINING UNITS	TRAINER'S INITIALS:	EMPLOYEE'S INITIALS:
CPR (Expiration Date)				
FIRST AID (Expiration Date)				
CHILD ABUSE				

ANNUAL UPDATE	DATE	TRAINING UNITS	TRAINER'S INITIALS:	EMPLOYEE'S INITIALS:
CPR (Expiration Date)				
FIRST AID (Expiration Date)				
CHILD ABUSE				

ANNUAL UPDATE	DATE	TRAINING UNITS	TRAINER'S INITIALS:	EMPLOYEE'S INITIALS:
CPR (Expiration Date)				
FIRST AID (Expiration Date)				
CHILD ABUSE				

ANNUAL UPDATE	DATE	TRAINING UNITS	TRAINER'S INITIALS:	EMPLOYEE'S INITIALS:
CPR (Expiration Date)				
FIRST AID (Expiration Date)				
CHILD ABUSE				

CAREGIVER'S NAME:

## ADDITIONAL TRAINING

[illegible]